

20th FIGHTER WING VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Historian
ORGANIZATION: 20 Fighter Wing
CONTACT PERSON: Mr. Arthur Sevigny
PHONE 895-1952
WORK LOCATION: Headquarters, 20th FW Room 33
HOURS NEEDED: Flexible
DAYS NEEDED: 2 days/ week

VOLUNTEER DUTIES:

1. Inventory history items
2. Create a database to catalog historical items.

SPECIAL REQUIREMENTS:

1. Typing
2. Knowledge of Microsoft Access Computer Program
3. Basic filing skills

TRAINING PROVIDED:

1. Basic knowledge of cataloging historical information
2. Additional training as available

Signature of "Volunteer

Date

Signature of Volunteer Supervisor

Date